

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: March 20, 2018

Closing Date: March 29, 2018

**DEPUTY ATTORNEY GENERAL
Civil Division, Departments and Agencies Unit, New Castle County**

Description of Duties:

This Deputy Attorney General position is in the Civil Division, Departments and Agencies Unit, New Castle County, and is primarily responsible for providing guidance to the Delaware Department of Justice (“DOJ”) and its staff regarding the Delaware Freedom of Information Act (29 *Del. C.* Chapter 100) (“FOIA”).

The FOIA Deputy works closely with the Chief Deputy Attorney General, State Solicitor and DOJ FOIA Coordinator to review and respond to petitions submitted to the DOJ pursuant to 29 *Del. C.* §10005(e). The Deputy reviews allegations and responses, provides recommendations to the State Solicitor and Chief Deputy Attorney General and participates in drafting determinations.

The FOIA Deputy also reviews all FOIA requests for DOJ records and works closely with the DOJ FOIA coordinator to provide timely responses to those requests. Additional duties include responding to citizen inquiries regarding the status of FOIA requests for DOJ records, updating the DOJ policy manual for FOIA Coordinators and working with the FOIA Committee to prepare annual training programs for Delaware’s FOIA Coordinators. The FOIA Deputy works with attorneys and staff across DOJ units, as well as with state FOIA Coordinators and attorneys representing a wide variety of Delaware public bodies and must successfully develop relationships with professionals in state and local government.

The FOIA Deputy may be required to support other Civil Division deputies with their case load as necessary. Candidates must possess excellent writing, research and statutory interpretation skills and must be able to work independently.

- **Internal Delaware Department of Justice Applicants:** Please submit an updated Resume or summary of work experience to the Director of Human Resources.
- **External Applicants:** In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):
<http://attorneygeneral.delaware.gov/executive/hr/job-application/>
- **OR** external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.